

<b>Job Title:</b> Facilities Superintendent	<b>Hours per week:</b> 40	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Facilities Director	<b>Department:</b> Facilities	<b>Grade:</b> Middle Manager
<b>Created date:</b>	<b>Revised date:</b> 04/25/2023	<b>Approved date:</b>
<b>Created by:</b>	<b>Revised by:</b> HR Director	<b>Approved by:</b>

## TOWN OF LUNENBURG FACILITIES SUPERINTENDENT

### Statement of Duties:

Coordinates all custodial and maintenance services for all municipal buildings under Facilities.

### Supervision:

Works under the direct supervision of the Facilities Director and in accordance with department rules and regulations.

Receives work instructions on the job, but must exercise initiative in meeting and overcoming physical obstacles and performs a great deal of work with a degree of independence.

Supervises one or more full time employees.

### Job Environment:

Work is generally performed at multiple Town owned sites; may be required to work outdoors in a variety of weather conditions which may be adverse at times.

Work may be strenuous, requiring manual dexterity and stamina.

Has frequent contact with Town personnel; has occasional contact with contractors, residents, and the general public; interactions require courtesy and tact.

Safety hazards are present in the work and vigilance must be exercised.

Required to perform duties outside of normal work hours of the department; extensive on-call and availability to emergency response is required.

Errors could result in a danger to health and safety, loss of the Town's assets, injury to one's self or others, damage to buildings and equipment, loss of revenues, and poor public relations.

**Essential Functions:**

*Essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Develops orderly and timely plans of maintenance and custodial services for all municipal buildings under Facilities.

Performs maintenance and repair of, including but not limited to, roofing, carpentry, (rough and finish) general electrical and plumbing repairs, masonry, mechanical projects, painting (interior and exterior).

Performs preventative maintenance on various HVAC units.

Schedules work projects and assigns various tasks to assistant on a daily basis.

Determines the need for, and requisitions necessary supplies, materials and equipment.

Makes work progress reports to Facilities Director.

Verifies slips, vouchers, and related documents to Facilities Director for accounting purposes.

Oversees the work progress of assistant, provides guidance and instruction in the use of tools and equipment.

Inspects municipal buildings to determine the need for care and maintenance for budgeting purposes.

Assists in the Request for Proposals for contractor services.

Drafts technical specifications for projects.

Evaluates bids and makes recommendations to Facilities Director.

Supervises major and minor construction projects.

Performs other duties as assigned, required or as the situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience:**

High school or vocational school graduate or equivalent; 5 years experience in construction and/or building maintenance work. Or any combination of training and experience so as to demonstrate possession of the required knowledge, skills and abilities to perform work.

Must have and maintain valid Class B Massachusetts Commercial Driver's license, or ability and willingness to obtain within 6 months of hire.

Must have and maintain valid Class 2B Hoisting Engineer's License, or ability and willingness to obtain within 6 months of hire.

### **Knowledge, Ability and Skill**

**Knowledge:** Considerable knowledge in the methods, practices, materials, tools, and equipment required to perform work operations. Considerable knowledge of occupational hazards and safety precautions to be exercised to ensure safety of fellow workers and the public. Advanced knowledge of roofing, carpentry, electrical, plumbing, masonry, mechanical, and related work.

**Ability:** Ability to communicate effectively with others, both verbally and in writing. Ability to keep detailed work and maintenance records. Ability to perform strenuous work over an extended period of time.

**Skill:** Skill in the use of power driven and hand tools and equipment required in normal use of building maintenance and renovation. Working knowledge of basic computer usage and programs.

### **Physical and Mental Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Frequent moderate to strenuous physical effort generally required to perform work under variable conditions, with some exposure to occupational risks. Occasionally required to

push/pull objects weighing up to 100 lbs; occasionally required to lift/carry objects weighing up to 50 lbs. May be required to stoop, kneel, crawl, crouch, turn and twist. Requires manual dexterity and strength to operate objects, tools, or controls and reach with hands and arms. Occasionally required to sit, talk, hear. Must be in good health and free from physical and mental disabilities which impair the proper performance of the required duties, or which might endanger the health and safety of oneself and others.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*

Approved:

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Department Head

\_\_\_\_\_  
date

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Town Manager

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date